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26 April 1984

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MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 26 April 1984

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1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred
During the Preceding Week:

a. Quality of Life: All the Headquarters Building corridor light fixtures are being replaced with new fixtures that contain the latest state-of-the-art in light defusion. The new fixtures are both energy and cost efficient. In order to keep the cost even lower, the light tubes from the old fixtures are being reused. The project will take approximately 30 days to complete.

b. Security Barricades - Community Headquarters Building: The installation of security barricades at the entrance to the Community Headquarters Building was completed last week.

c. Quality Circle Activity Day: A Quality Circle "Day Away" has been scheduled for 2 May 1984 at the Central Depot, OL. Attendees for this session will include the Quality Circle teams and facilitators, the Chief, Printing and Photography Division, OL, Printing and Photography Division Branch and Staff Chiefs, and the Director of Logistics.

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d. Relocation of Headquarters's Telephone Cable:

A meeting was held with the Chesapeake and Potomac Telephone Company (C&P) on 20 April 1984 regarding the urgent requirement to relocate telephone cables before excavation begins on the Headquarters Annex construction project. C&P agreed to accept a government contract in lieu of their normal commercial service agreement and to submit a detailed cost proposal. They will also allow Commercial Systems and Audit Division (CSAD) to examine their accounting records. It was further agreed that work would be initiated under letter contract and that final pricing will be negotiated after completion of CSAD's audit. The Director of Logistics' approval was obtained on 24 April 1984 and letter contracts were hand-carried to C&P's offices on 25 April 1984.

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e. New Building Project - Bid Package #3: Twenty-eight bidders and suppliers are conducting on-site inspection of the powerhouse this week. These inspections have generated numerous requests for a bid extension due to the complexity of the existing facility. In response to these requests, the bid opening will be extended approximately two weeks, until mid-May.

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f. New Building Project - Road Improvements: The preliminary design report for the proposed improvements to Route 123 was received on 23 April. After reviewing the report, it has been decided to reject the proposals as excessive to the needs of our expansion and nonresponsive to major community concerns. A letter of rejection is being prepared for the Commissioner, Virginia Department of Highways and Transportation. It is hoped that this action will prompt a more negotiable position from the Virginia Department of Highways and Transportation representatives.

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h. Bid Protest - Eastern Trans-Waste Corporation: The official bid protest filed by the Eastern Trans-Waste Corporation on the maintenance and operation (M&O) contract competition was received from the General Accounting Office on 9 April 1984. Also received was correspondence from the Small Business Administration advocating that 20 percent of the M&O award be set aside for small business. CIA's replies to both agencies were sent on 22 April 1984. The essence of these replies is that the Agency intends to continue in accordance with its plans. [redacted]

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i. Training from the U.S. Army Corps of Engineers:

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[redacted] contracting officer for the Headquarters Maintenance, Operation, and Engineering Division, OL, is currently on TDY with the U.S. Army Corps of Engineers. This is part of a three-week, on-the-job training assignment intended to increase CIA expertise in construction contracting. [redacted]

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3. Significant Events Anticipated During the Coming Week

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c. The Director of Logistics will travel [redacted] on 30 April through 1 May for the OL Secretarial Conference and a State Department meeting. [redacted]

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[initials] DANIEL C. KING

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